

WATER METER READER

DEFINITION

To read, record and report water meter readings, check for damage, unauthorized corrections, discrepancies in readings and hazardous installations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Maintenance Supervisor.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. **Removes and replaces meter covers** and cleans dirt, water and debris from covers and meter dials so they can be seen clearly before a reading is attempted.
2. **Records meter readings on meter cards.**
3. **Checks water meters for damage** and notes nature of damage on reading cards so necessary repairs can be made.
4. **Checks to determine if meters are registering properly** by comparing the previous reading on the meter card to the current reading on the water meter.
5. **Checks meter boxes for unauthorized connections** and verbally reports any to the Water Maintenance Supervisor.
6. **Determines if meter boxes are hazardous** due to being either above or below grade or if a meter cover is missing and reports to the Water Maintenance Supervisor.
7. **Checks reading cards in the office** at the end of each day for discrepancies by either calling the Finance/Commercial Office or by checking service cards or meter record cards and making appropriate changes.
8. **Records daily totals of meter readings and route book numbers in a master log** so the Water Maintenance Supervisor can see that the required daily average quota of approximately 350 meter readings is maintained. Includes adding cards for new services to the master list.

9. **Sorts reading cards into route books** in preparation for following days readings.
EXAMPLES OF DUTIES (continued)

- 10. **Drives motorized vehicles as needed.**
- 11. **Walks in all weather conditions as needed.**
- 12. **Responds to tenants and property owners direct questions.**

QUALIFICATIONS

Knowledges, Abilities and Skills

- A. **Physical Strength** to remove and replace approximately 350 22-pound meter covers during an eight hour shift and to walk a lot in all weather conditions. -A few meter covers weight as much as 60 pounds.
- B. **Skill in reading and recording numbers accurately** refers to possessing good eyesight to the extent of being able to read and legibly record a daily quota of meter readings, to check readings against previous readings for discrepancies and record number of meters read on daily log. Includes recording route book numbers.
- C. **Ability to work without direct supervision refers** to being dependable and punctual in completing route and quota and using good judgment in detecting, reporting and dealing with discrepancies and problems that occur in the field.
- D. **Ability to communicate with the public** refers to being able to take criticism, answer questions and deal with complaints while maintaining composure and effectively complying with City policies in an evenhanded manner.
- E. **Ability to notice and report damage and irregularities** to meters, meter boxes and the immediate area.

LICENSE:

Possession of a valid Class III California Drivers License.

Visual Standard:

Visual acuity correctable to 2.0/25 testing both eyes simultaneously.

Experience and Education:

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Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in working with the public and meeting a quota while performing a physical task.

Education:

Equivalent to completion of the eighth grade.

PROBATIONARY PERIOD:

369CS83

August 1966

Revised March 1973

Revised December 1977

Revised March 1983

WP 3/3/83

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt